

**Ton Duc Thang University**  
**CENTER FOR APPLIED**  
**INFORMATION TECHNOLOGY**



**Course Lecture**

**MOS WORD 2016**

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- Textbooks:
  - [1]. Joan E. Lambert, [2017] MOS 2016 Study Guide for Microsoft Word.
- Main references
  - [2]. Wiley, [2016]. Microsoft Official Academic Course MICROSOFT WORD 2016.
  - [3]. Windows 10 tutorialspoint SIMPLY EASY LEARNING [2018].

Ton Duc Thang University

# Chapter 1

GETTING  
STARTED WITH  
WORD 2016

# Chapter 1. Getting started with Word 2016



1.1 Introduce Word 2016

1.2 Create a new document

1.3 Insert a text file to the document

1.4 Insert a special symbol to the document

1.5 Save a document

1.6 Review and check information

1.7 Word options

# Chapter 1. Getting started with Word 2016



1.1 Introduce Word 2016

1.2 Create a new document

1.3 Insert a text file to the document

1.4 Insert a special symbol to the document

1.5 Save a document

1.6 Review and check information

1.7 Word options

# 1.1 Introduce Word 2016

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1/. Ribbon

2/. Quick Access Toolbar

3/. Backstage

4/. Status bar

# 1.1 Introduce Word 2016

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1/. Ribbon

2/. Quick Access Toolbar

3/. Backstage

4/. Status bar

- **Introduction**

- Contain almost all of the commands to manipulate document.
- Include many tabs in which the default tab is Home tab.
- Each tab has many groups, and each group has many commands.

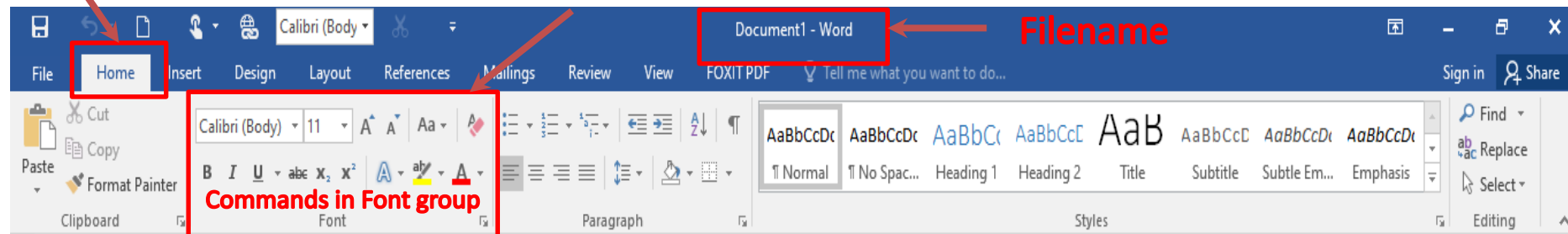
**Home tab**

**Font group**

**Filename**

**Commands in Font group**

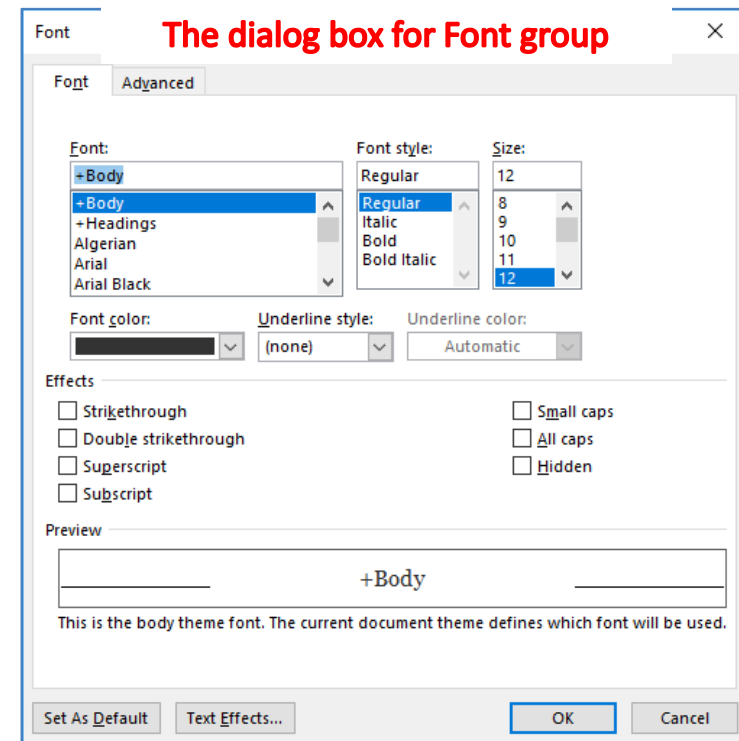
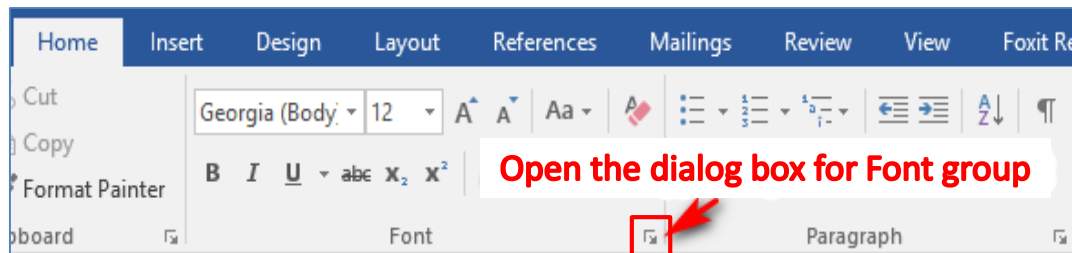
**Groupname (Font)**





## • Dialogue boxes for groups

- When Ribbon can not contain all commands, each group will have a dialogue box to contain extended commands related to it.



- **Popular tabs in the Ribbon**

- **Home:** has commands *Copy, Paste, Format font, Alignment, Find*
- **File:** has commands related to the file such as *Save, Create a new document, Open a document, Protect a document* and Word options.
- **Insert:** has commands *Insert table, Insert picture, Insert SmartArt, Insert shape*
- **Layout:** has commands related to formatting page such as *Size, Margin, Orientation, ...*

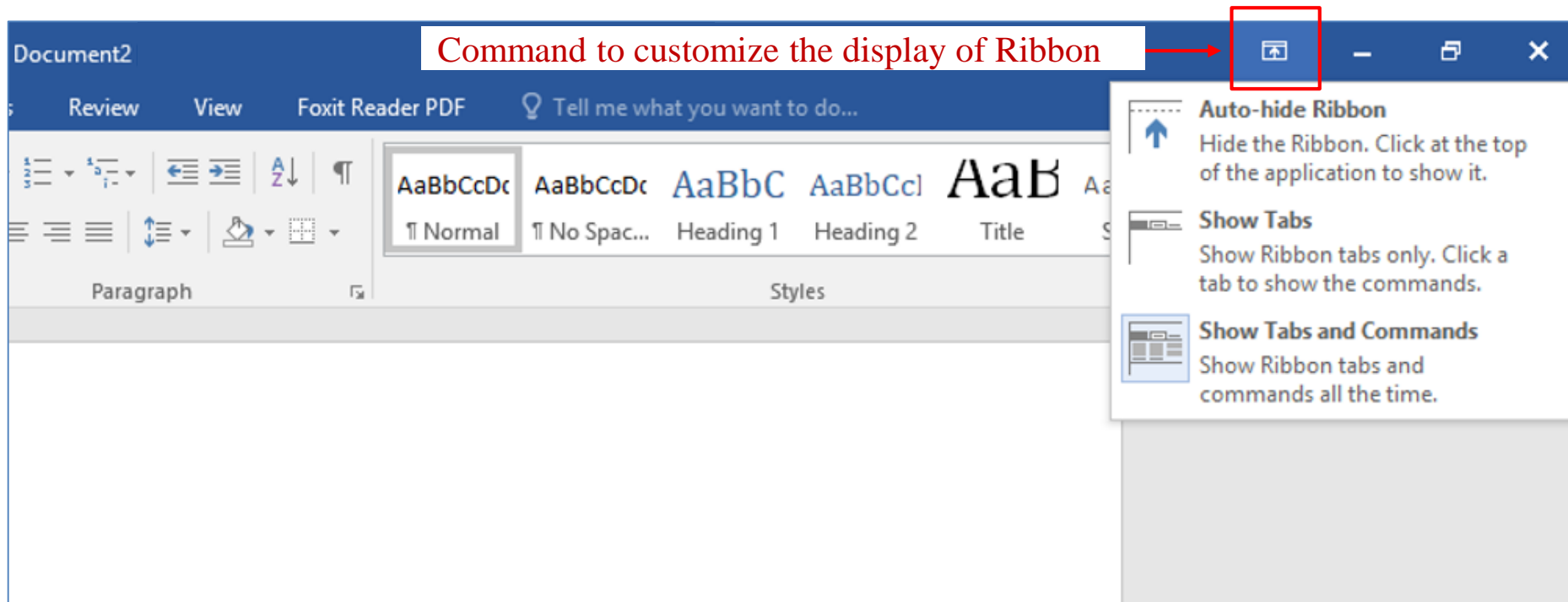
- **Popular tabs in the Ribbon**

- **Design:** has commands related to designing the document such as *Theme, Page border, Page color, Watermark ...*
- **References:** has commands related to references such as *Table of contents, Endnote/footnote, Caption for figures and tables ...*
- **View:** has commands related to document views, show/hide ruler, gridlines, navigation pane, arrange documents ...

# 1- Ribbon

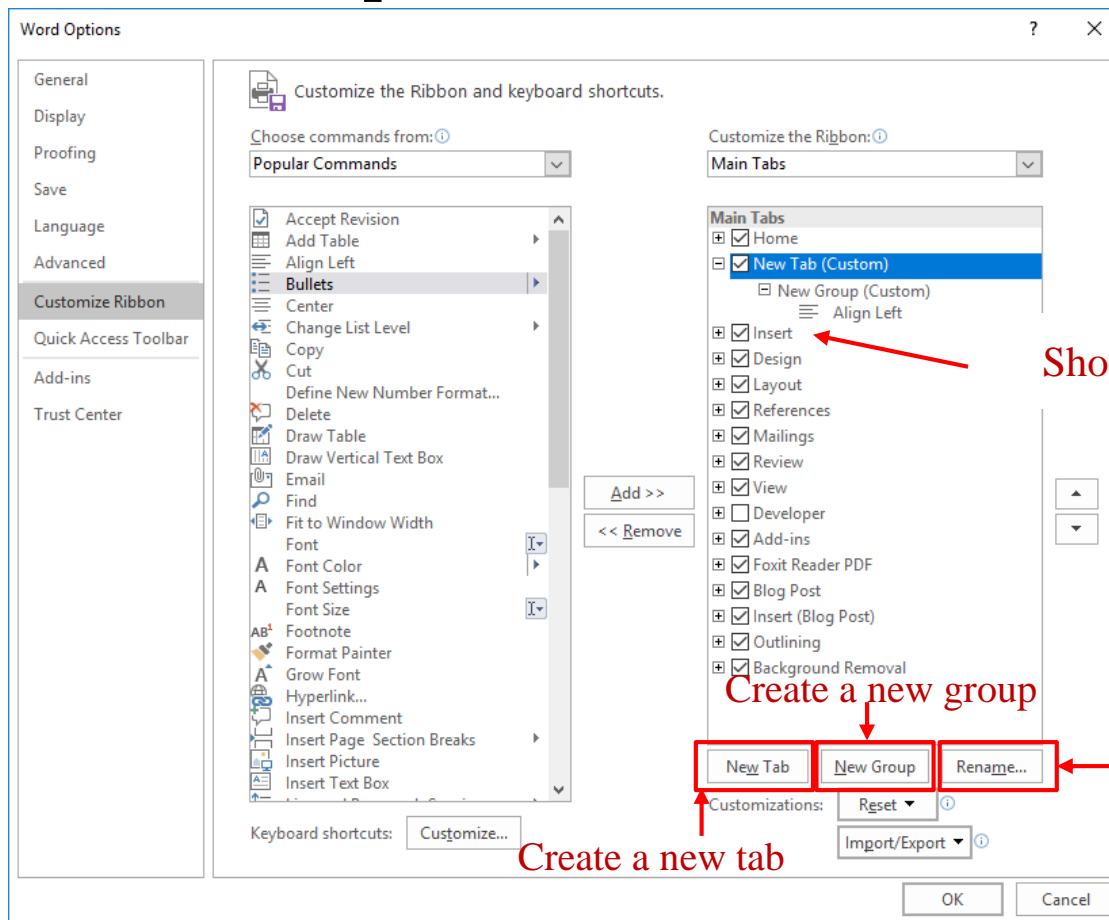
- Customize Ribbon

- Go to **Ribbon Display Options**  and select suitable option



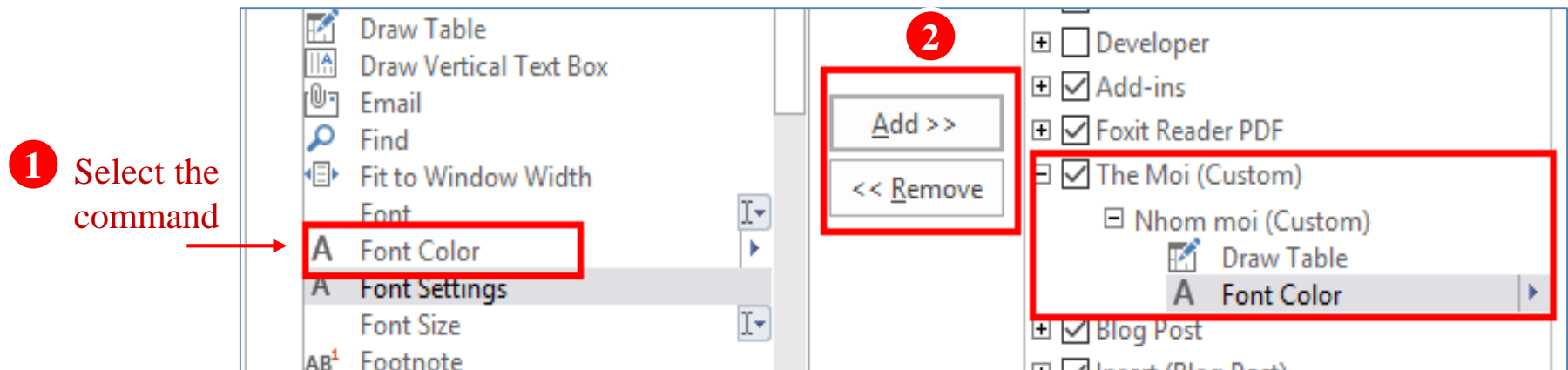
- Customize Ribbon

– Select **File** → **Options** → **Customize Ribbon**:

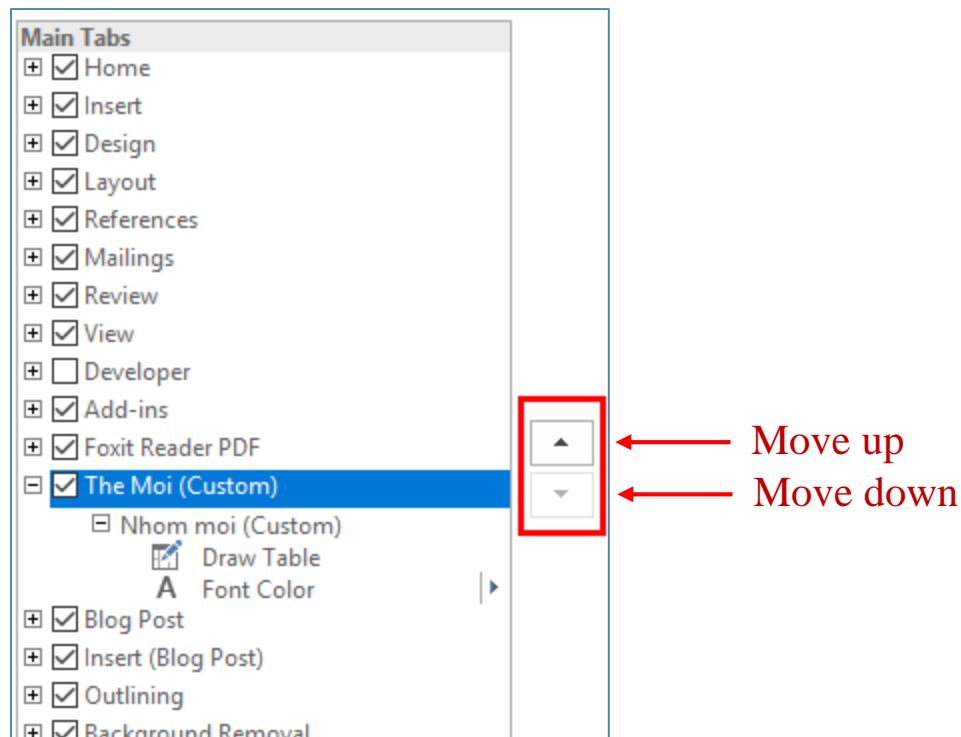


# 1- Ribbon

- **Create a new tab:** Select the position to create a tab → **New Tab**
- **Rename a tab:** Select the tab → **Rename**
- **Rename a group:** Select the group → **Rename**
- **Add a command to group:** Select the command → **Add**
- **Remove a command from group:** Select the command → **Remove**



- **Move a command:** Select the command to move
  - Move the command to a higher position: **Move Up**.
  - Move the command to a lower position: **Move Down**.



# 1.1 Introduce Word 2016

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1/. Ribbon

2/. Quick Access Toolbar

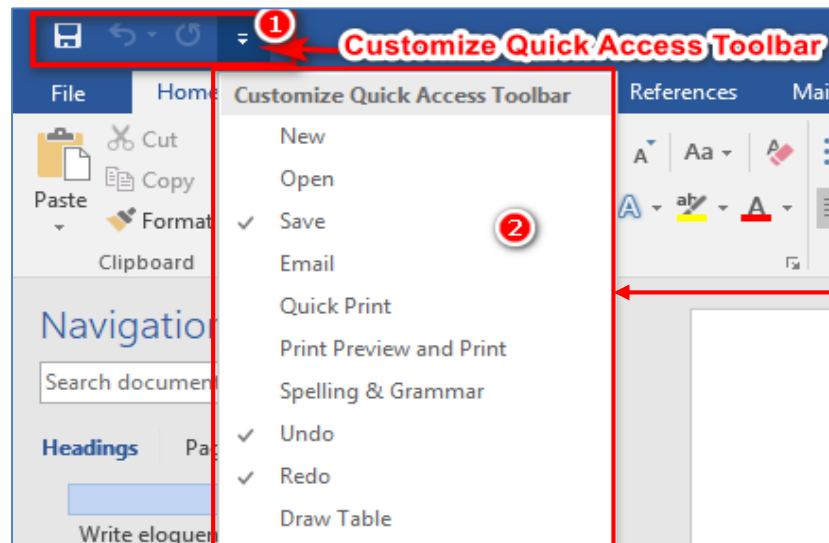
3/. Backstage

4/. Status bar



## 2- Quick Access Toolbar

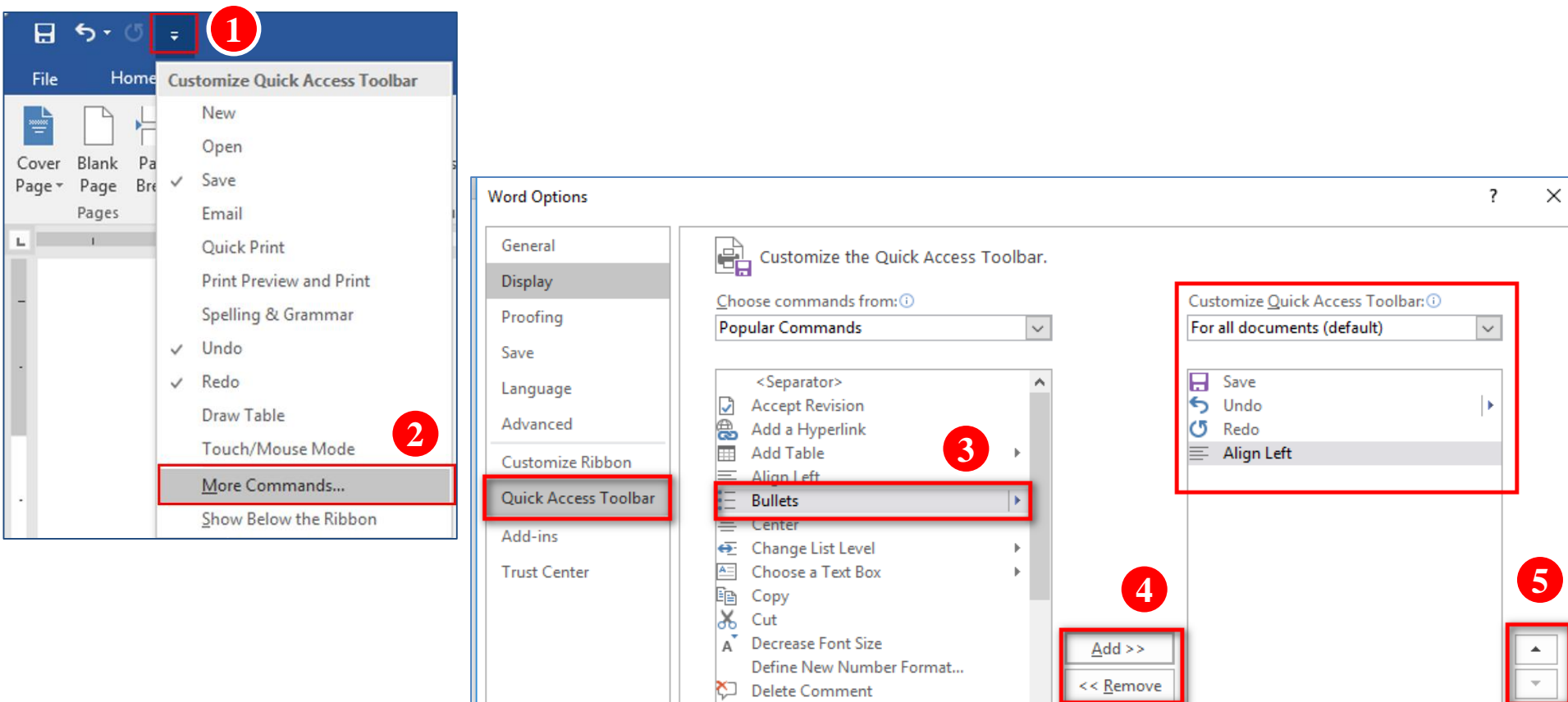
- **Quick Access Toolbar (QAT)**: allow to use popular commands quickly without selecting tabs. By default, **QAT** displays commands such as **Save**, **Undo** and **Redo**.
- **Show/hide commands on QAT**: select Customize Quick Access Toolbar  
→ select the command to show/hide



Select the command

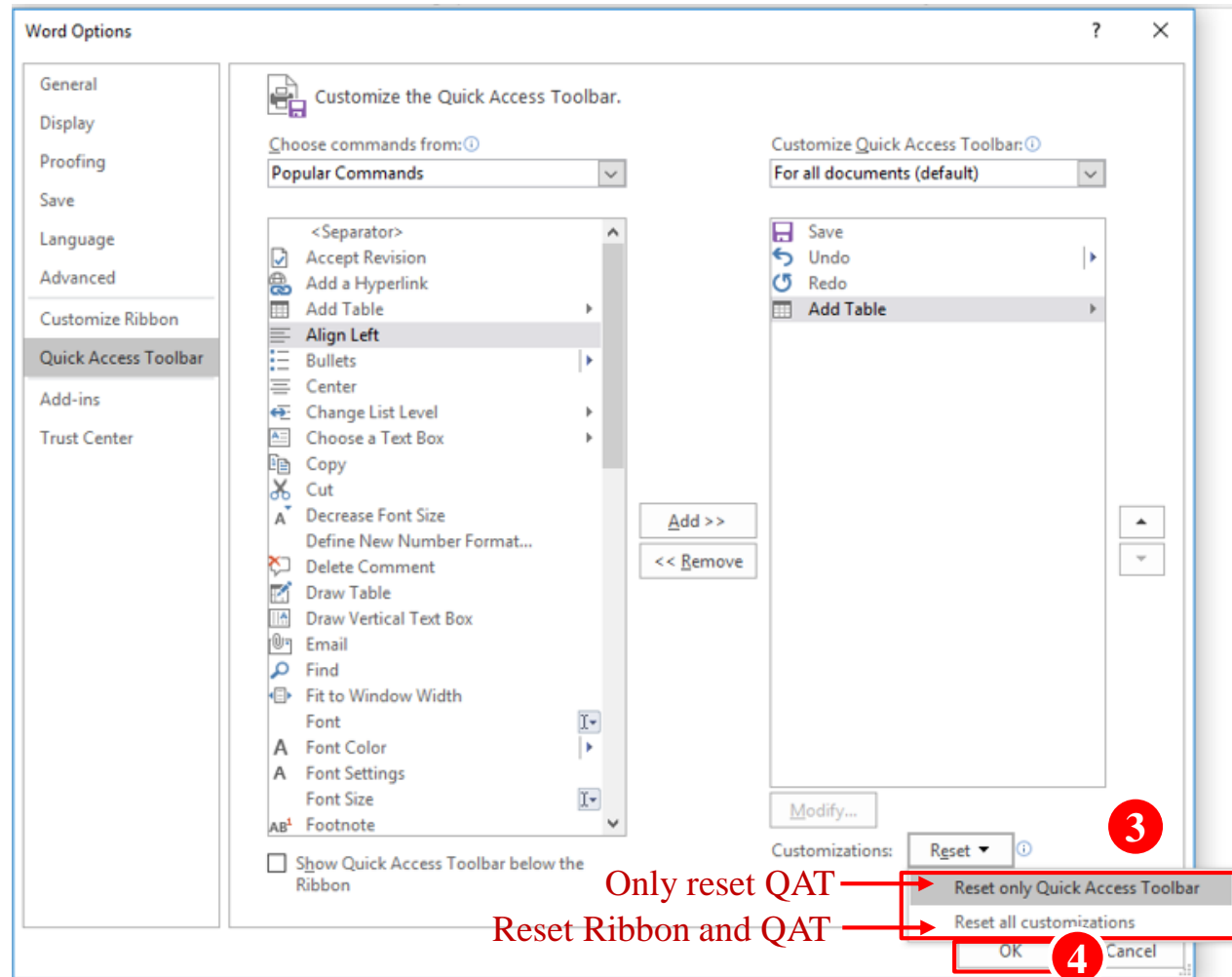
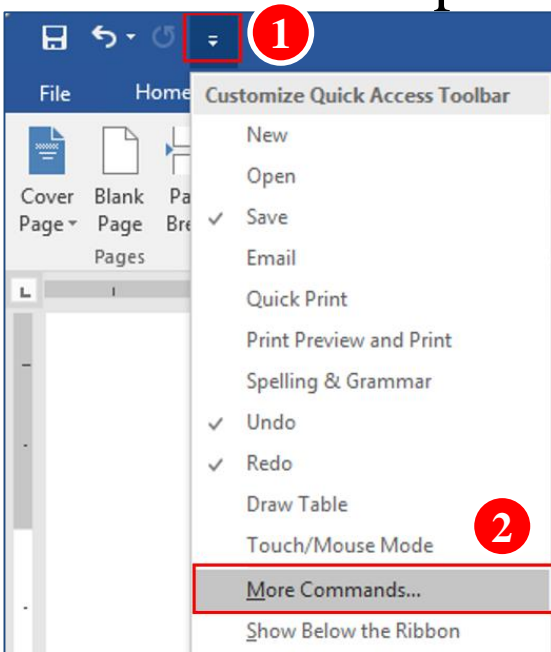
## 2- Quick Access Toolbar

- **Show more commands on QAT:** Select **Customize Quick Access Toolbar** → Select **More Commands** → select the command to show → select **Add**.
- **Remove commands from QAT:** Select the command to remove → select **Remove**



## 2- Quick Access Toolbar

- Reset to the default setting for QAT: Select **Reset** → Select the suitable option.



# 1.1 Introduce Word 2016

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1/. Ribbon

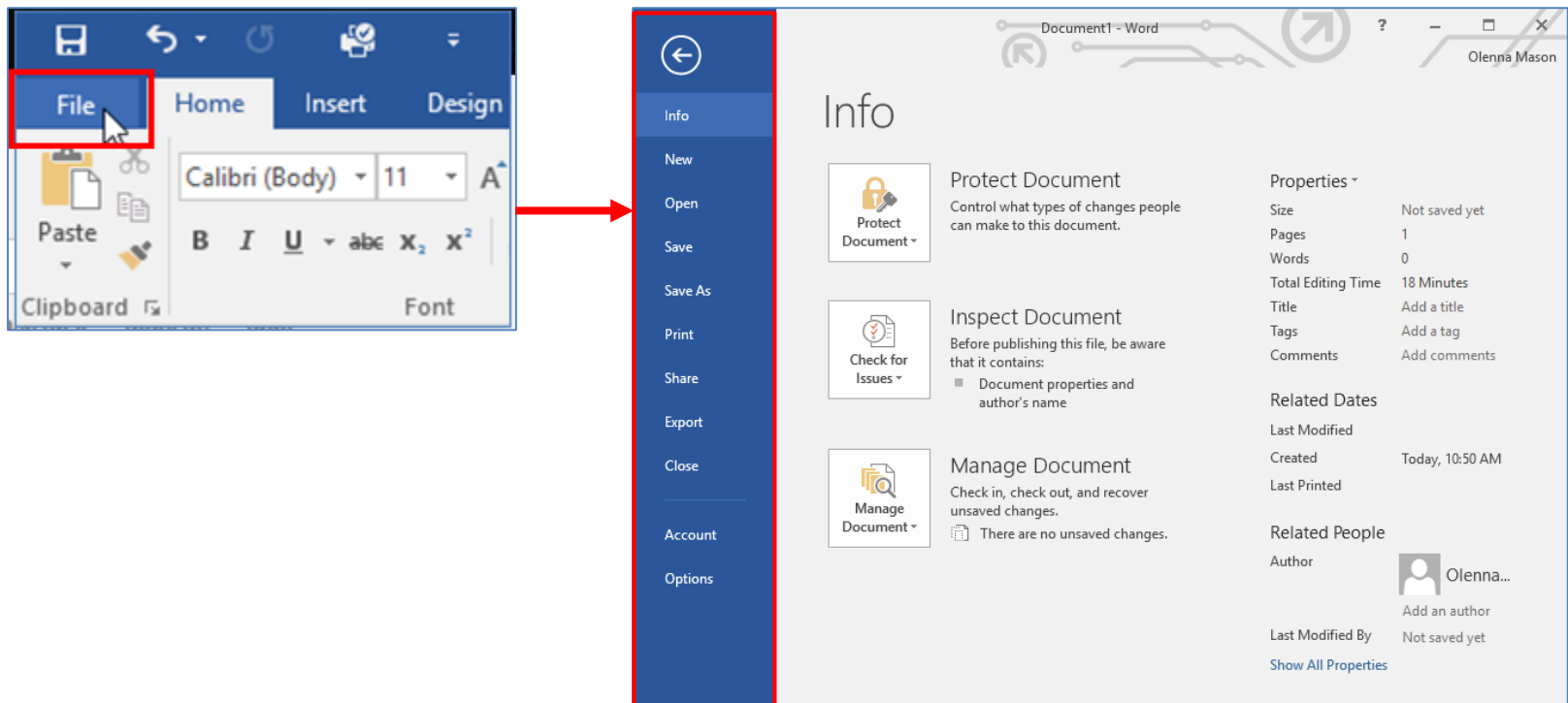
2/. Quick Access Toolbar

**3/. Backstage**

4/. Status bar

## 3 - Backstage

- **Backstage**: select options to open, save, print, share a file.
- **Access backstage**: select **File** tab on the Ribbon



# 1.1 Introduce Word 2016

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1/. Ribbon

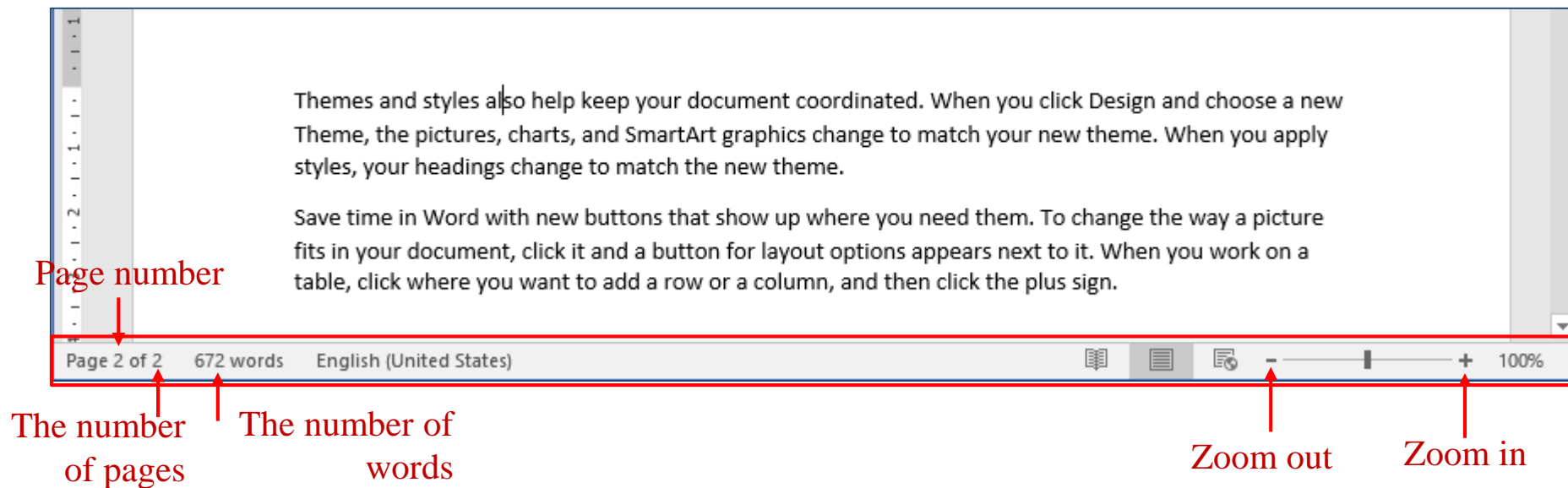
2/. Quick Access Toolbar

3/. Backstage

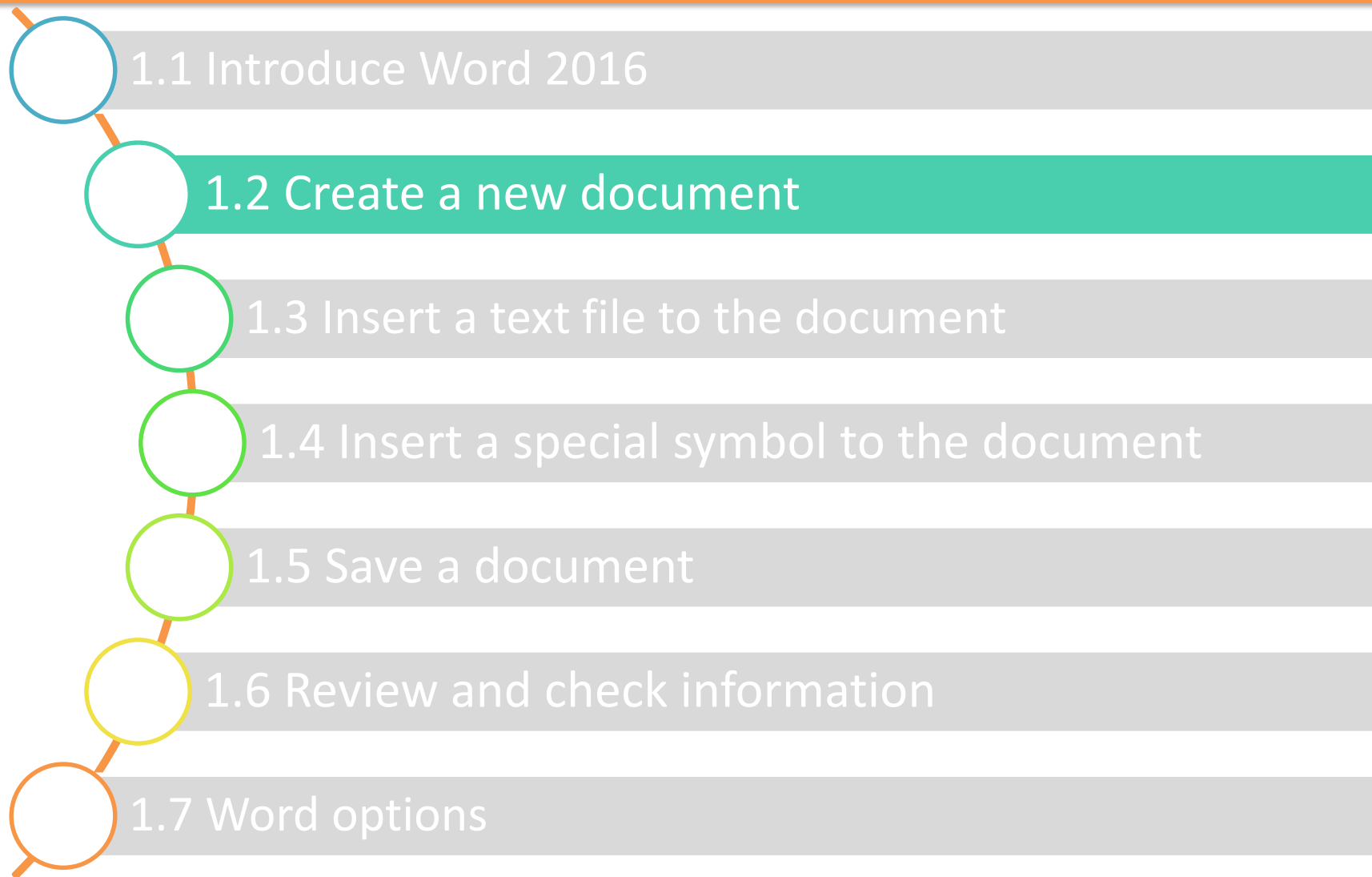
**4/. Status bar**

## 4 – Status bar

- **Status bar**: display some information related to the current document such as:
  - The current page number
  - The number of pages in the document
  - The number of words, Zoom in/out...



# Chapter 1. Getting started with Word 2016



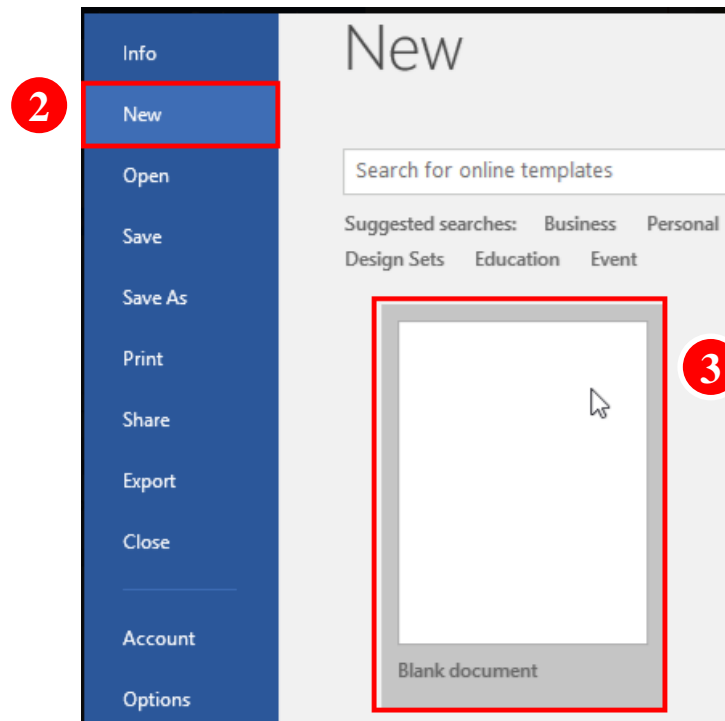
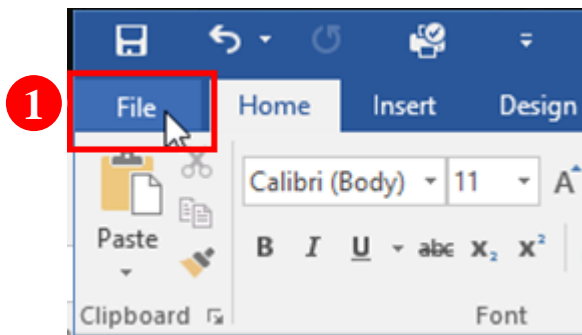


## 1.2 Create a new document

- 1/. Create a new blank document
- 2/. Create a new document from sample templates

# 1 – Create a new blank document

- Create a new blank document
  - Select **File** → **New** → **Blank document**



## 1.2 Create a new document

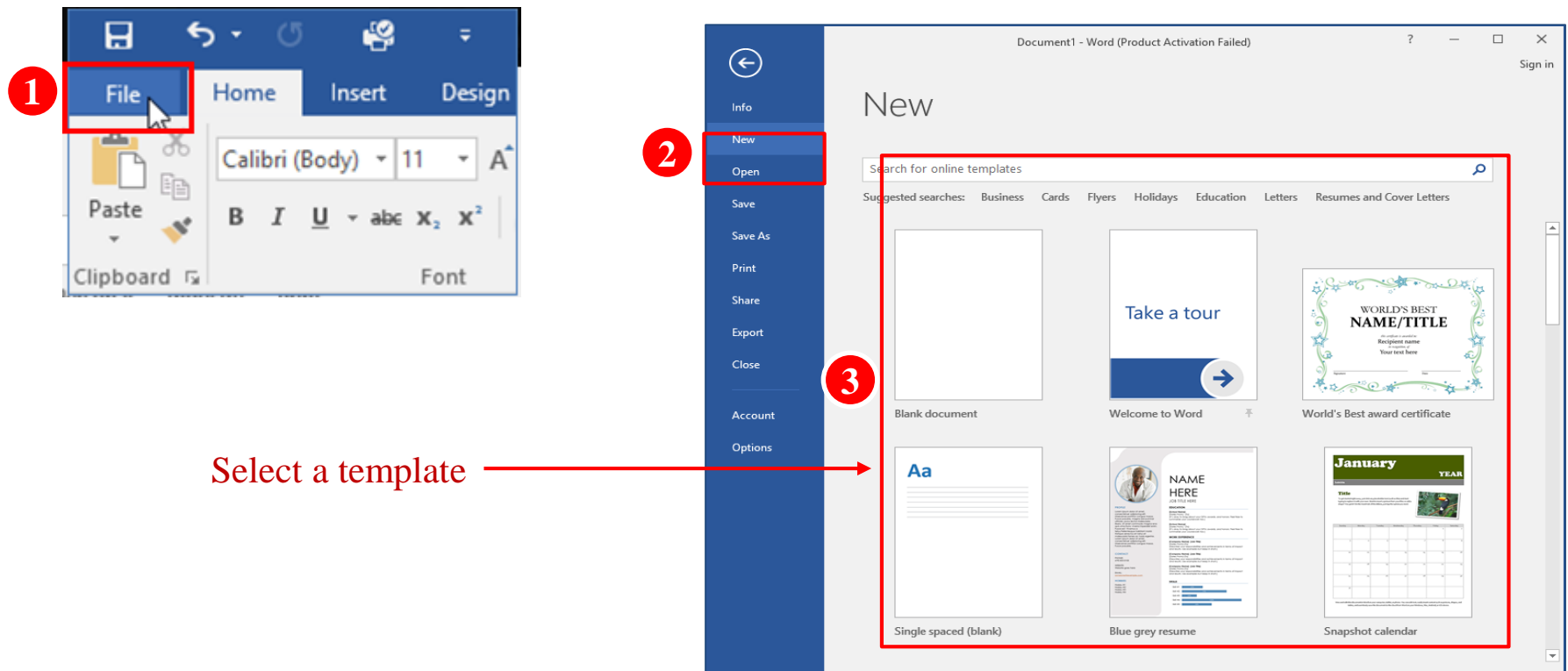
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1/. Create a new blank document

2/. Create a new document from sample templates

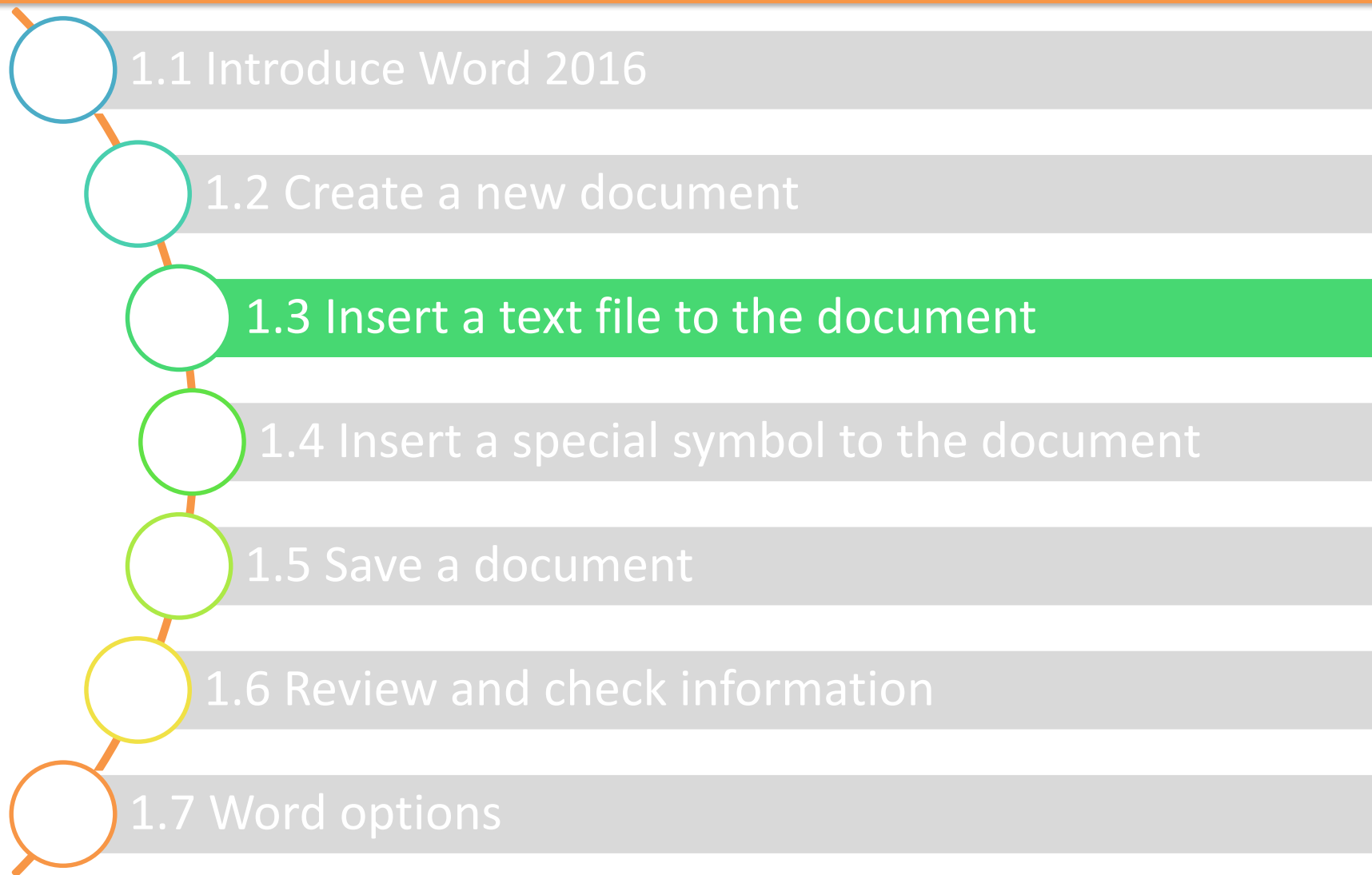
# 2 – Create a new document from sample templates

- A template consists of customized formats and designs
  - Select **File** → **New** → Select templates except Blank document to create a new document
  - Customize the information in the document



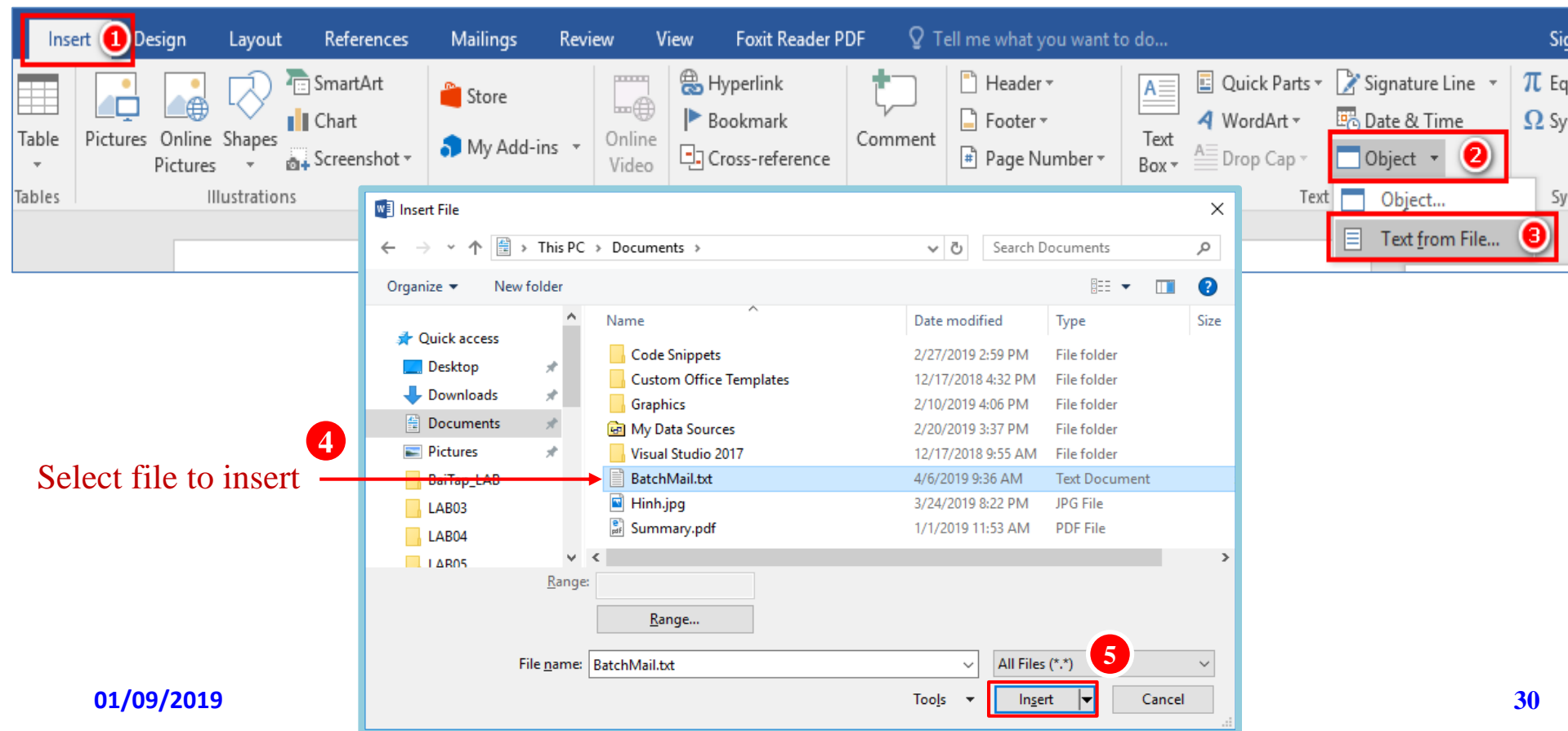
The image shows the Microsoft Word 2016 interface. On the left, the 'File' tab is highlighted in the ribbon (Step 1). In the center, the 'New' button is highlighted in the left sidebar (Step 2). On the right, the 'New' screen displays various templates, including 'Blank document', 'Welcome to Word', 'World's Best award certificate', 'Single spaced (blank)', 'Blue grey resume', and 'Snapshot calendar'. A red box highlights the templates section, and a red arrow points from the text 'Select a template' to the 'World's Best award certificate' template (Step 3).

# Chapter 1. Getting started with Word 2016



# 1.3 Insert a text file to the document

- Put the cursor at the position to insert
- Select **Insert** → **Object** → **Text from File...**
- Select file to insert → **Insert**



1. Insert

2. Object

3. Text from File...

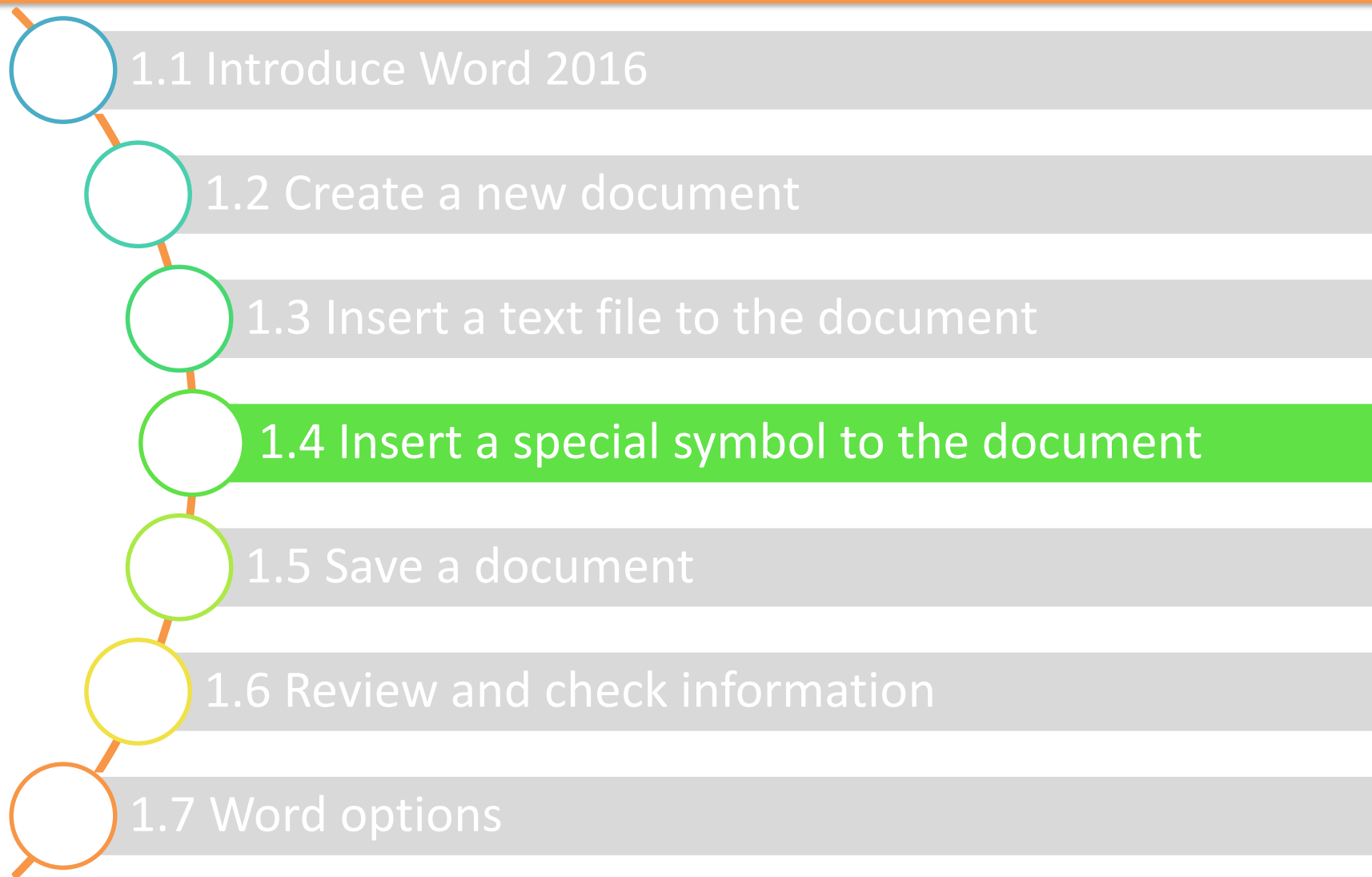
4. Select file to insert

5. Insert

File name: BatchMail.txt

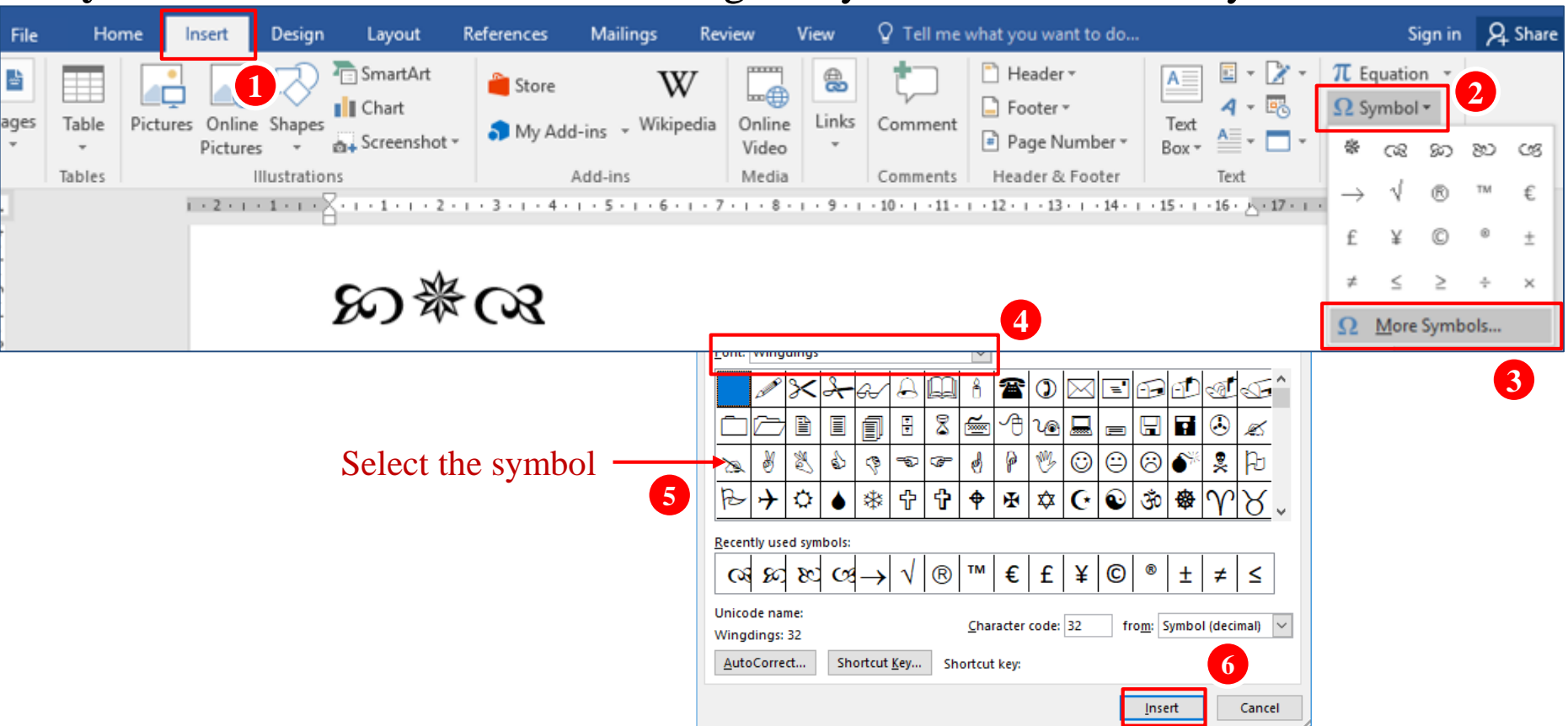
Tools: Insert

# Chapter 1. Getting started with Word 2016



# 1.4 Insert a special symbol to the document

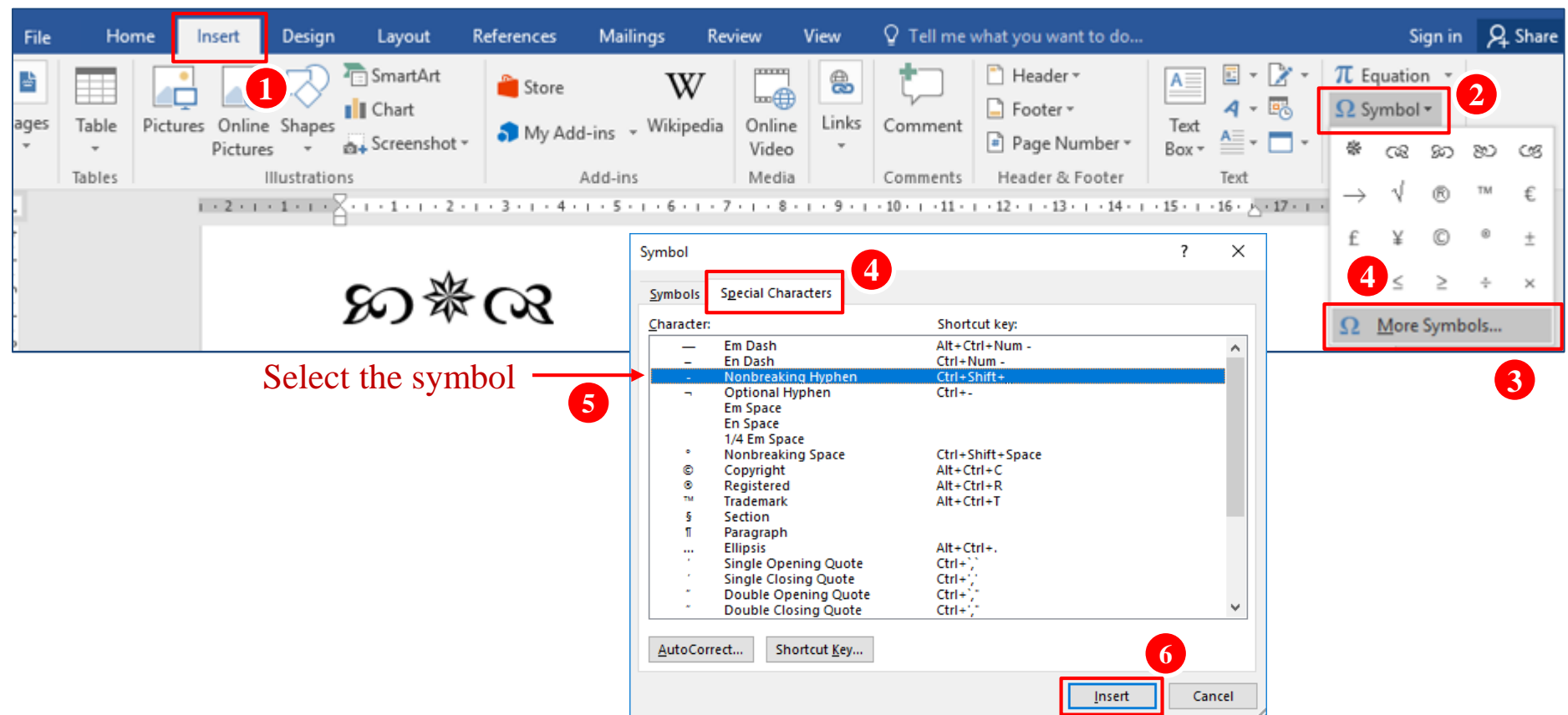
- Insert a symbol to the document
  - Select **Insert** → **Symbol** → Select the symbol to insert or select **More Symbols** → **Symbol** tab → Select **Font** containing the symbol → Select the symbol



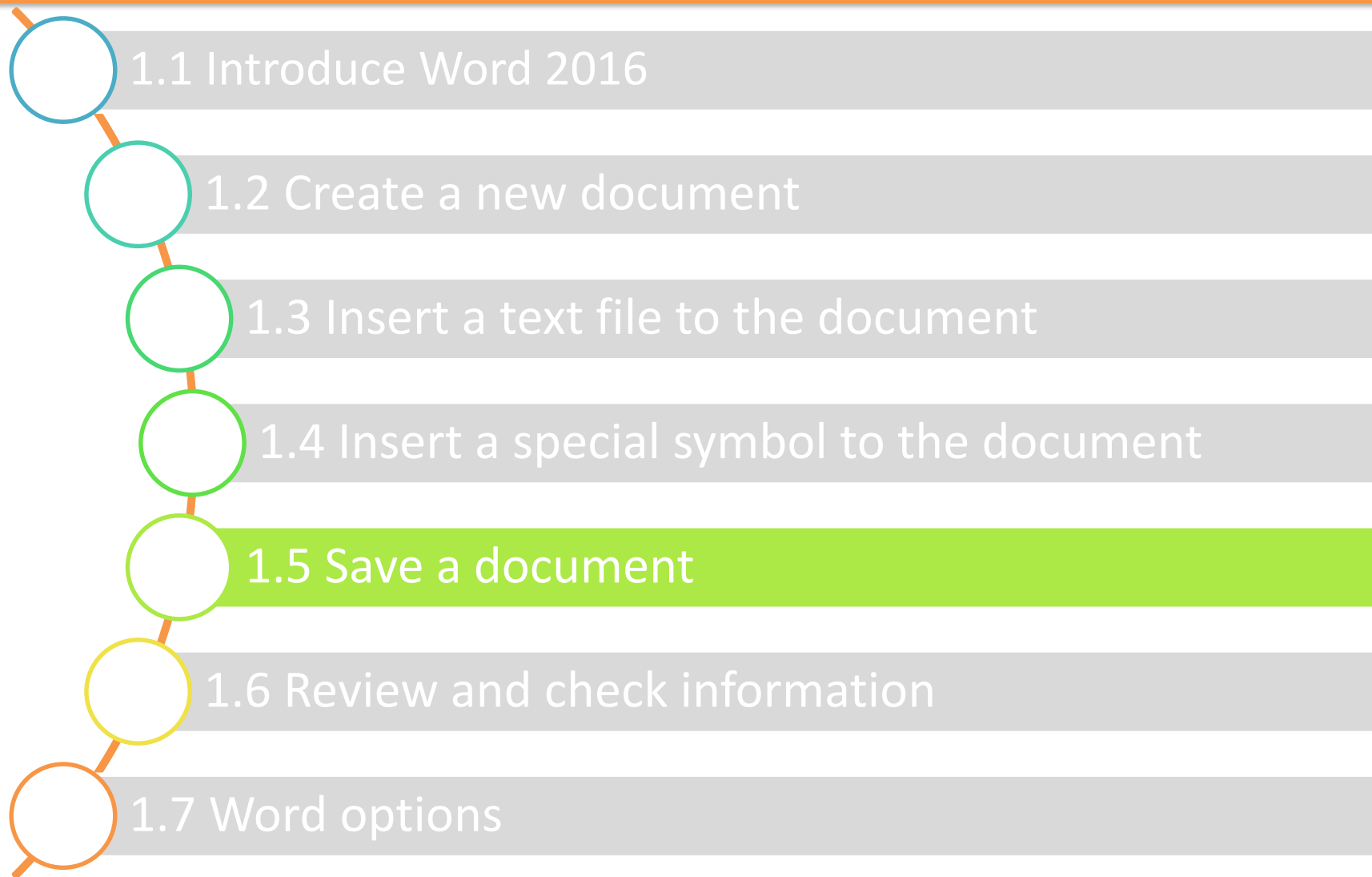


# 1.4 Insert a special symbol to the document

- Insert a special symbol to the document
  - Select **Insert** → **Symbol** → **More Symbols** → **Special Characters** tab → Select the symbol to insert



# Chapter 1. Getting started with Word 2016

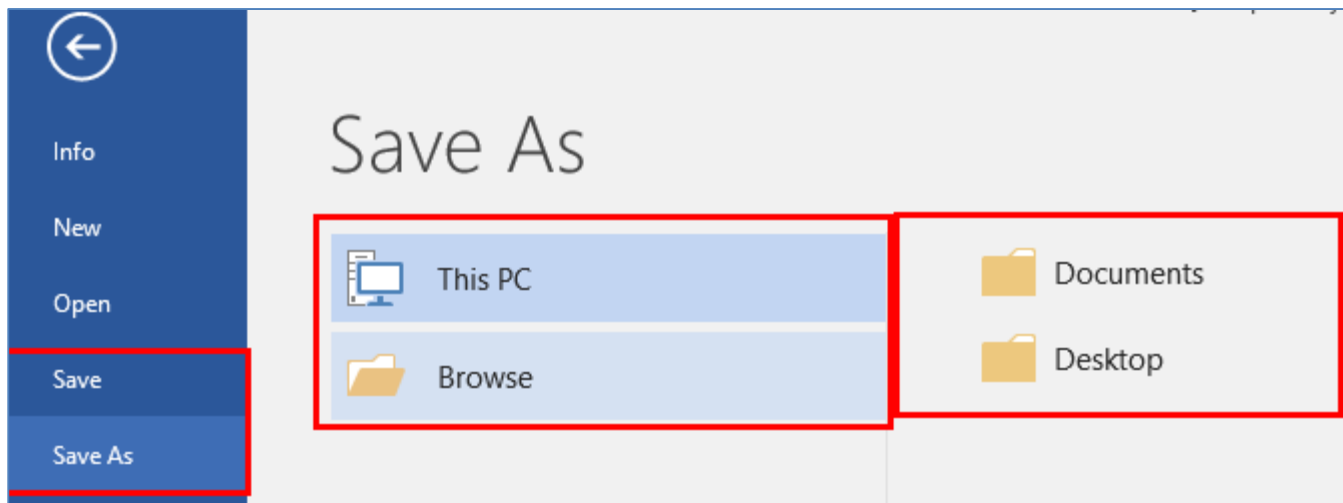


## 1.5 Save a document

- Two options to save an arbitrary file: **Save** and **Save As**
  - **Save**: The first time to save the file or save the file with the same name and the same position.
  - **Save As**: Save the file with another name, change the folder to save the file or change the type of file.

## 1.5 Save a document

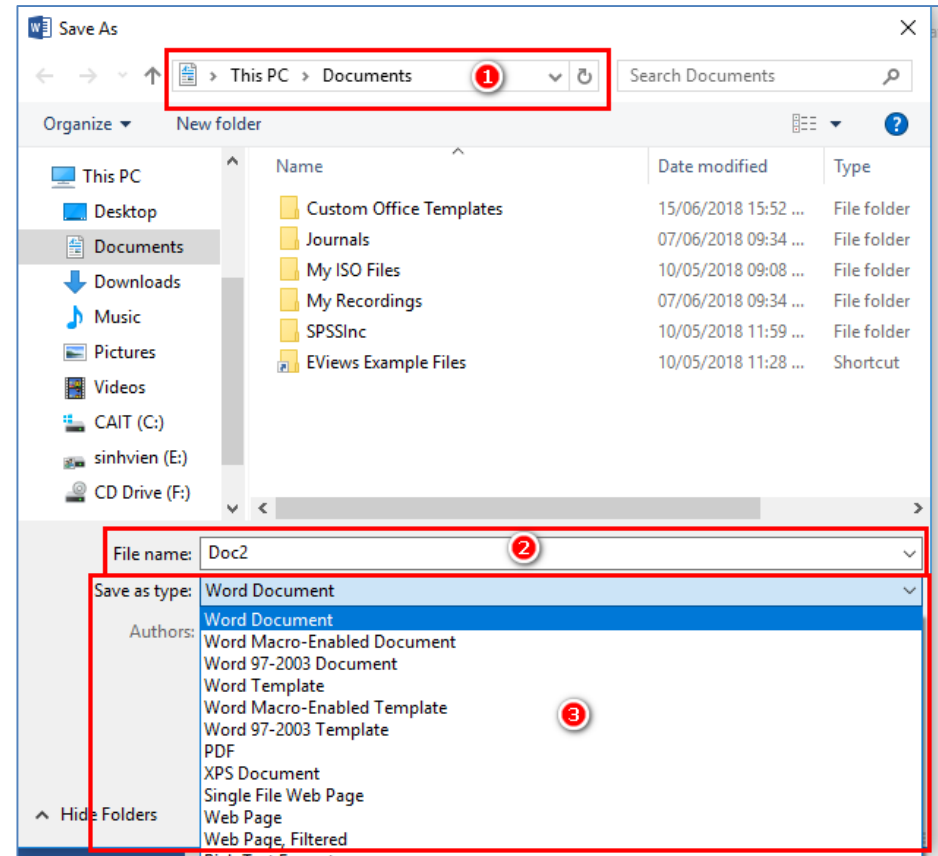
- **Save:** Select the **Save** command on **Quick Access Toolbar** or select **File** → **Save/Save As** → select **This PC** or select **Browse** to select the folder to save file



# 1.5 Save a document

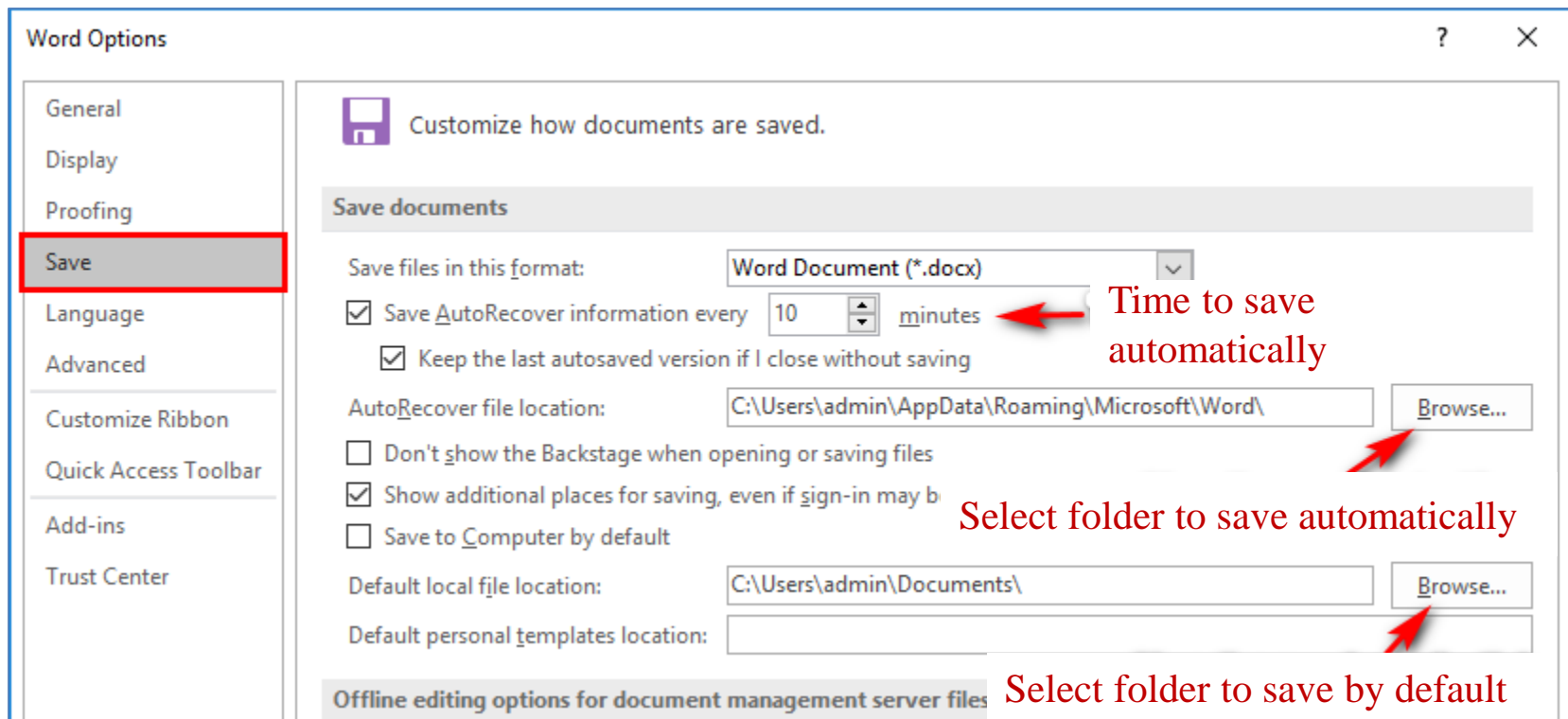
## • Save

- ❶ Path to save file
- ❷ Filename
- ❸ Format of the file. By default, Word 2016 will save as type **Word Document (.docx)**. We can save with formats such as **PDF, XPS, Web page, Word 97-2003 Document ...**

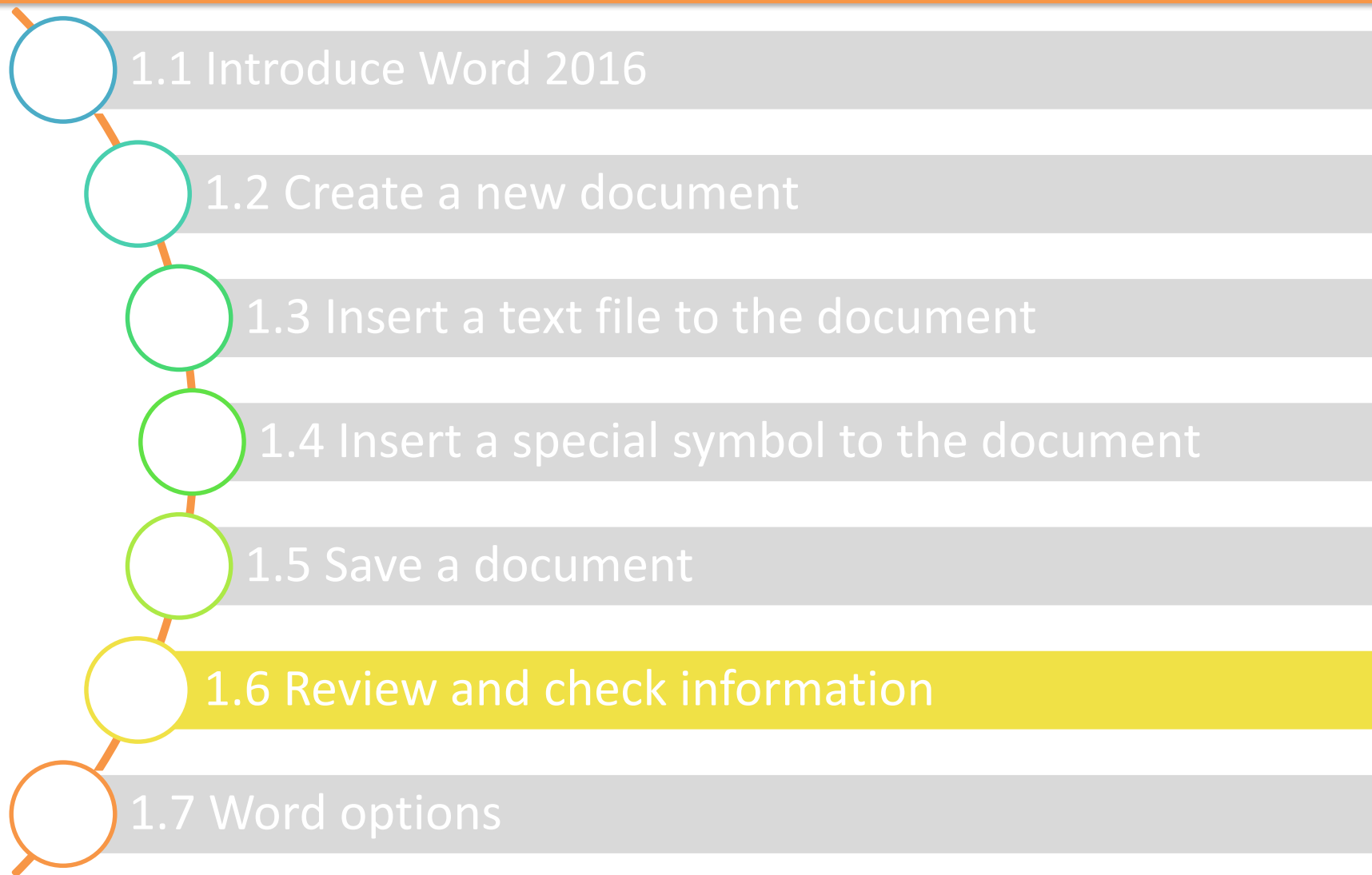


# 1.5 Save a document

- **Customize Autosave**
  - Select **File** → **Options** → **Save**

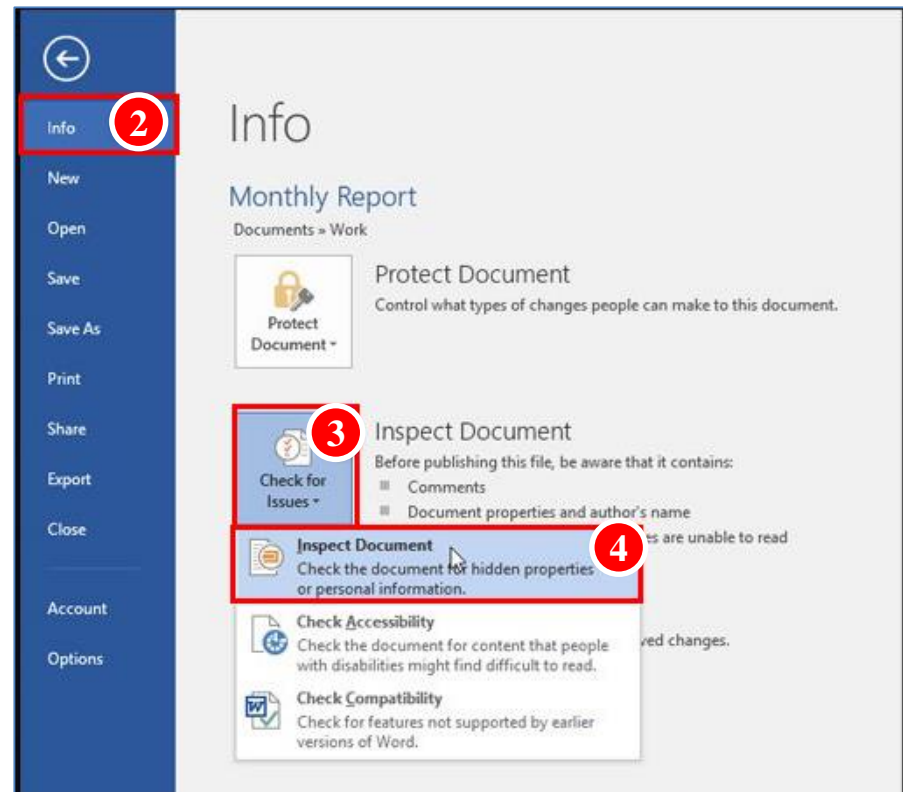
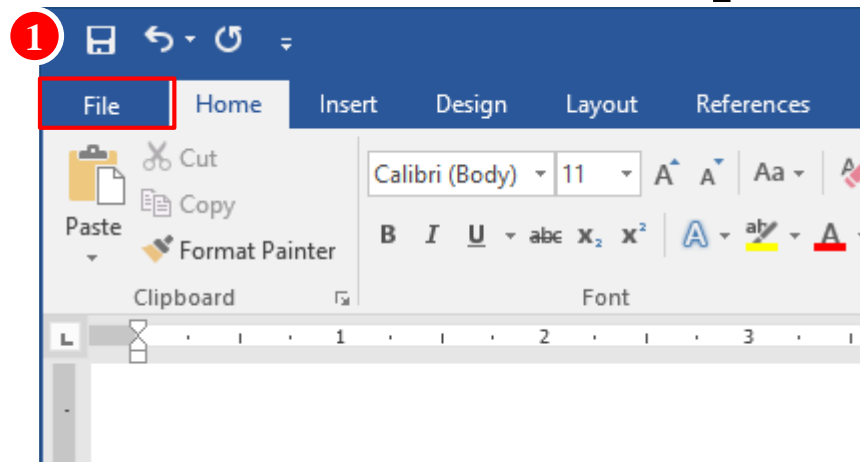


# Chapter 1. Getting started with Word 2016



# 1.6 Review and check information

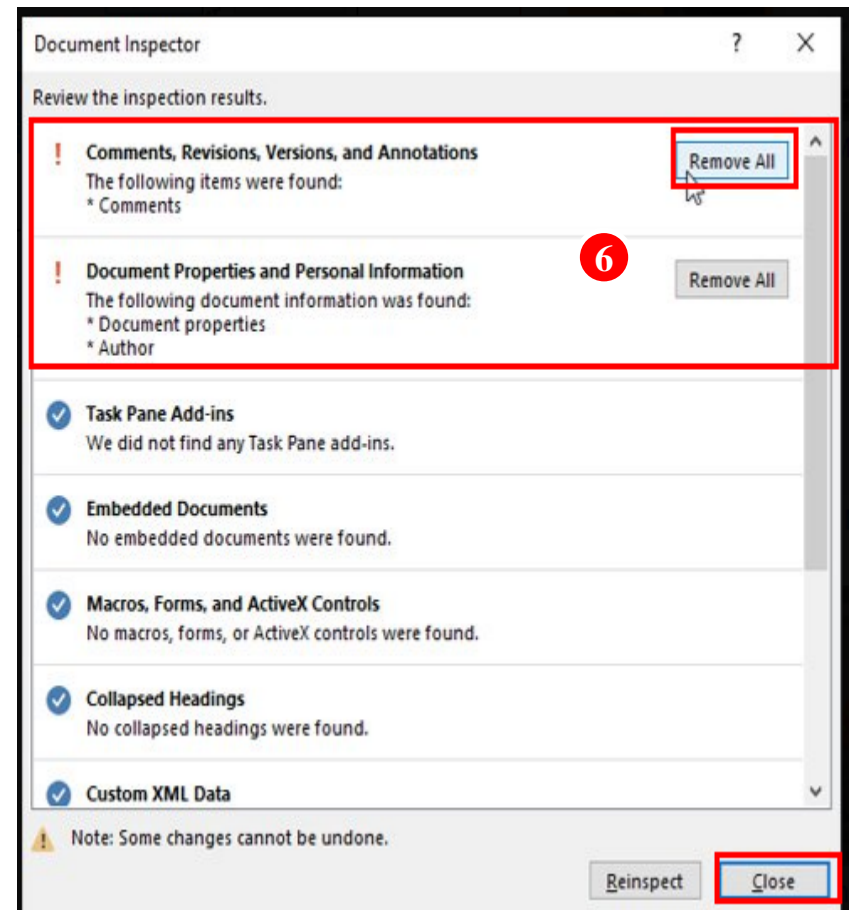
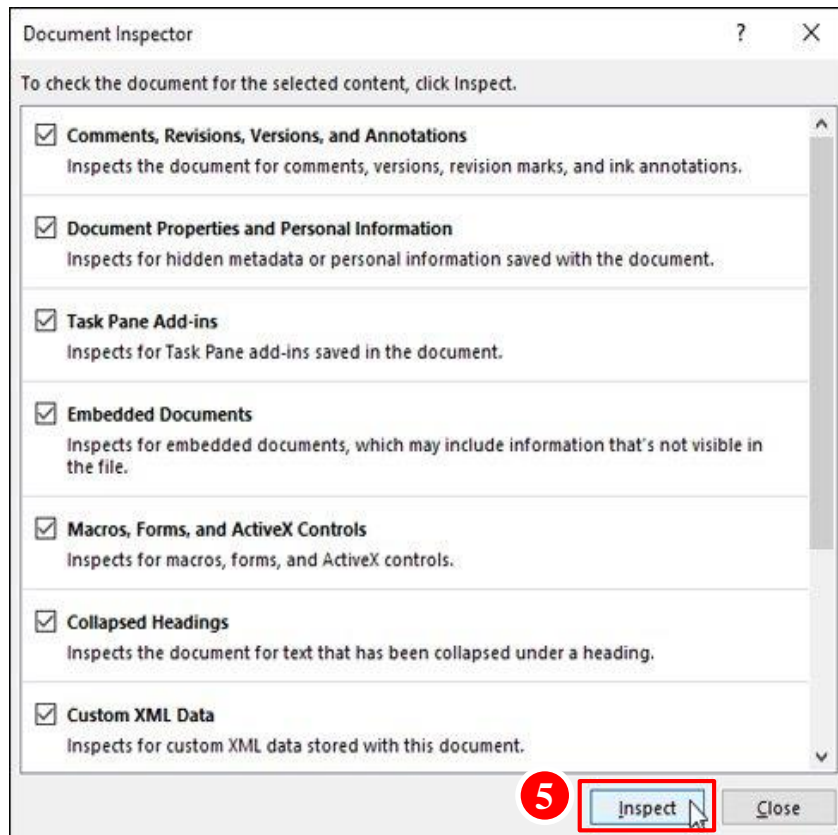
- Check the document Document Inspector: **File** → **Info**, select **Check for Issues** → **Inspect Document**





# 1.6 Review and check information

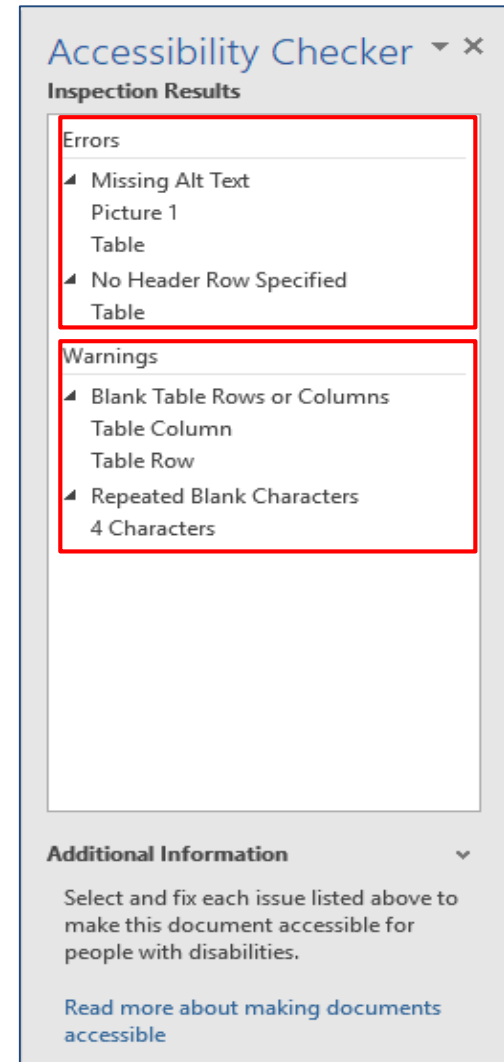
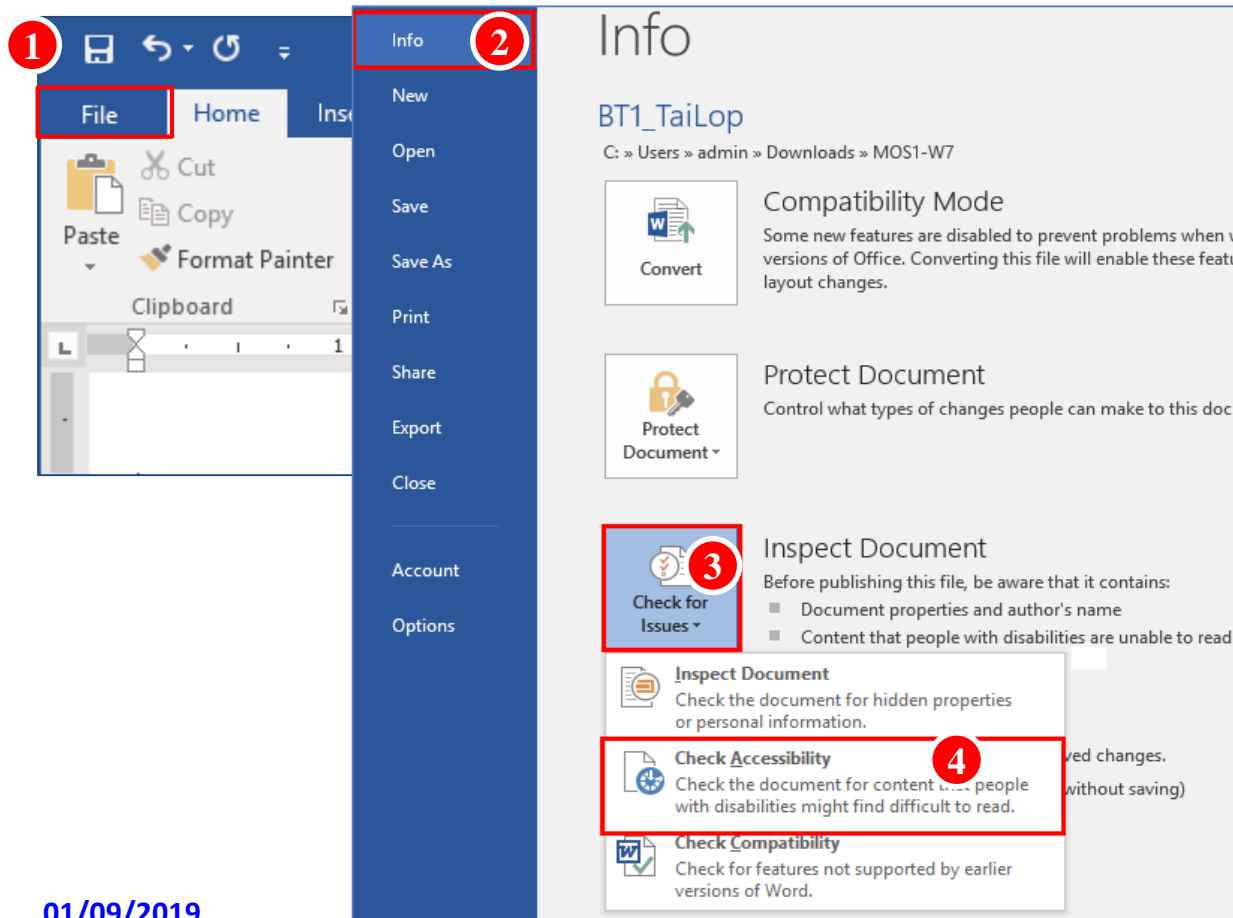
- Check the document Document Inspector (cont.): select **Inspect** → select **Remove All** next to the information you want to remove → **Close**



# 1.6 Review and check information

- Find and fix accessibility errors (Check Accessibility): **File** →

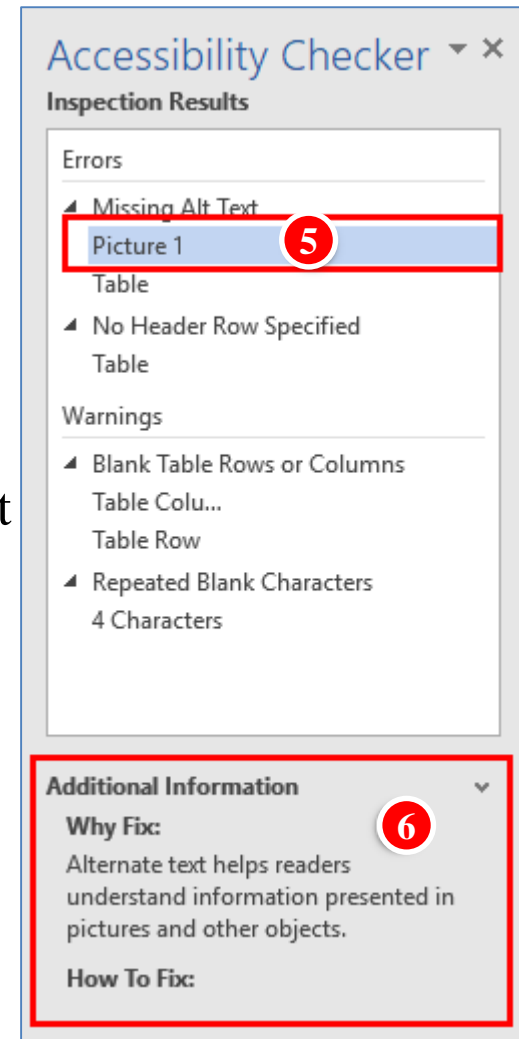
**Info**, select **Check for Issues** → **Check Accessibility**.



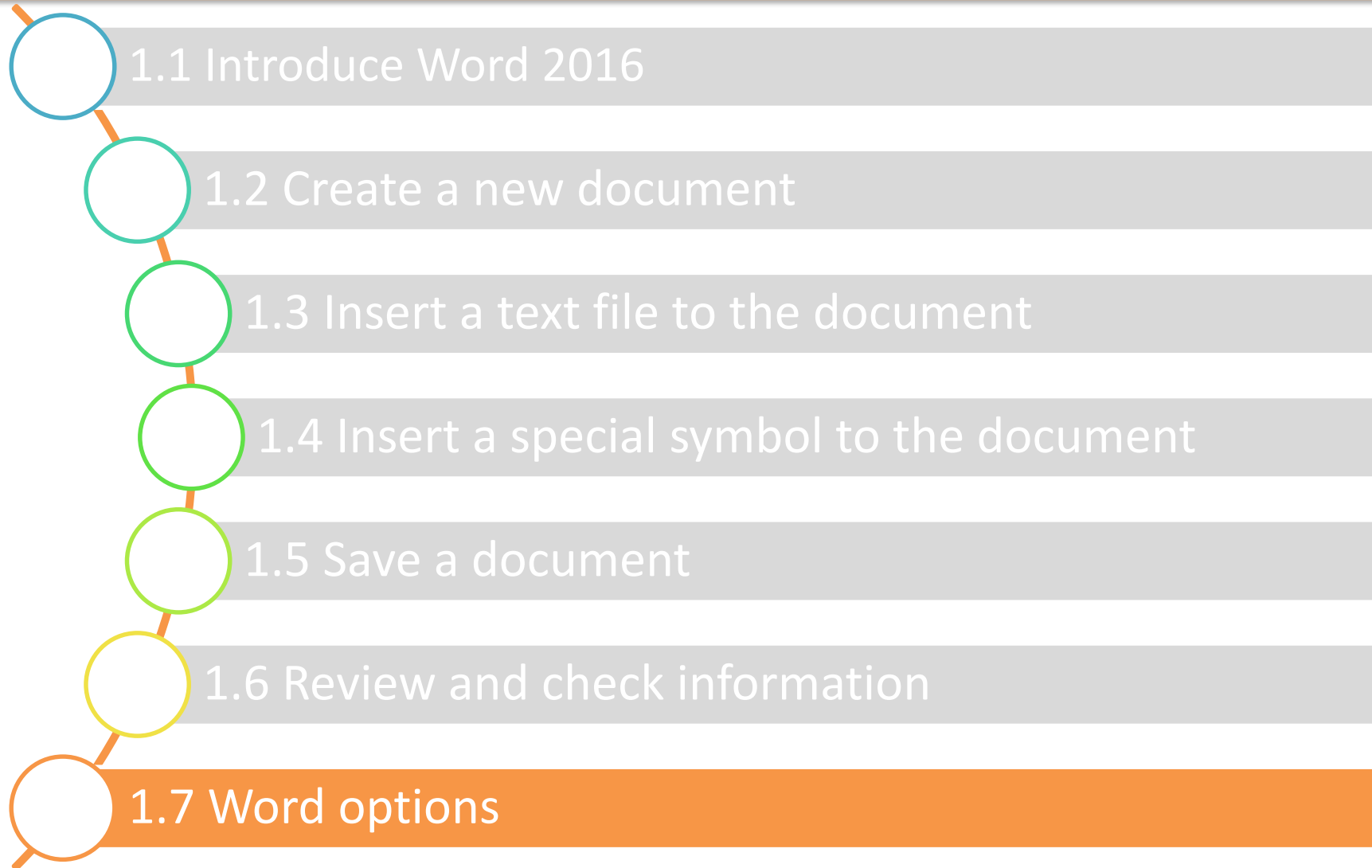
# 1.6 Review and check information

- Find and fix accessibility errors  
(Check Accessibility) (cont.):

- 5 Select the object you want to fix → Fix the error.
- 6 **Additional Information** frame: show information about the corresponding error.

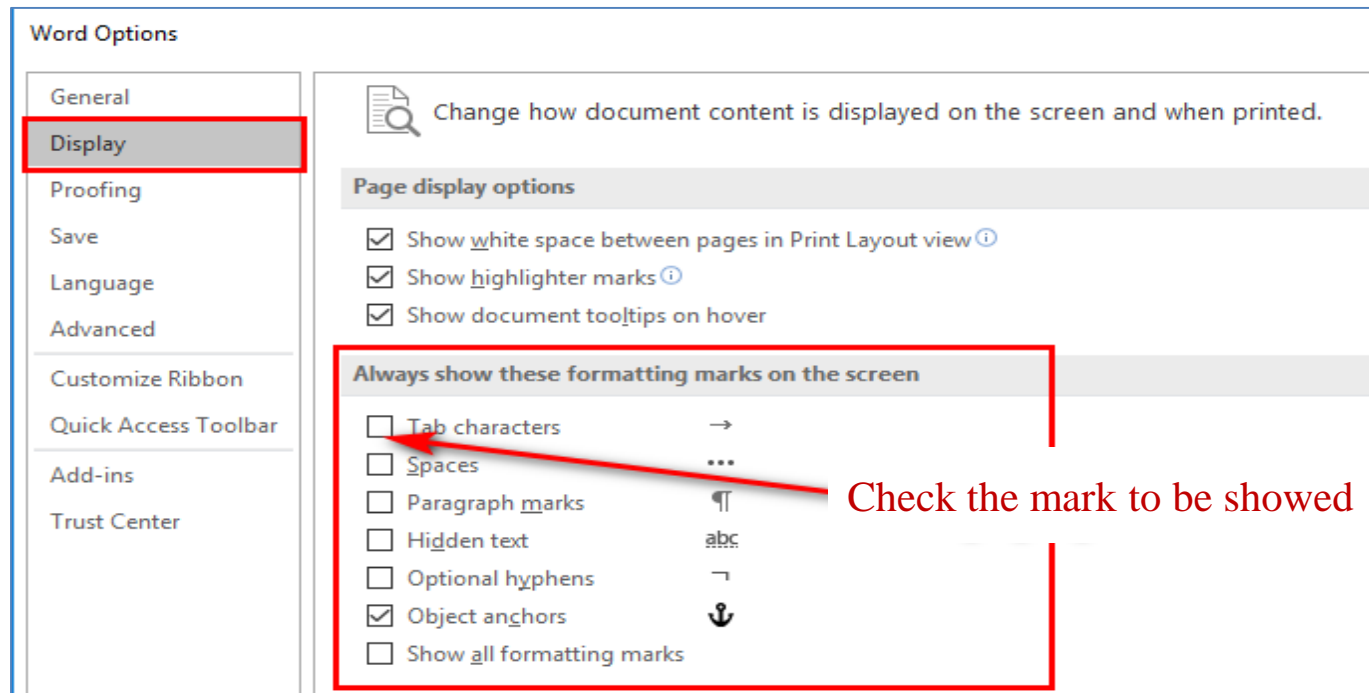


# Chapter 1. Getting started with Word 2016



# 1.7 Word options

- Always show formatting marks on the screen
  - By default, non-printing formatting marks (tab characters, spaces, enter...) are not showed on the screen.
  - Non-printing formatting marks are showed on the screen: Select **File** → **Options** → **Display** → check the mark you want to show.



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